

Phoenix Program Process Definition – Accounts Payable

Revised 04-05-01 Replaces 03-11-99 version.

Process	<i>Voucher Corrections</i>
Process Number	<i>AP-017</i>

Description of Process

This process allows users to correct errors that may occur on a voucher in various stages of processing. When voucher errors occur there are several issues to consider: the type of voucher that was being processed; the voucher field(s) that were in error; the processing stage of the voucher.

Input to Process

Incorrect data on a Regular Voucher, Express Voucher, PO Voucher or Voucher offline interface

Output of Process

Corrected Voucher

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Voucher
Inquire	Match Exceptions Voucher Voucher Detailed Charges Voucher Accounting Entries Payment Information Budget Control Exceptions Voucher Edit Error Summary Voucher Edit Error Detail
Report	APXXX0402 Daily Input Report APXXX0410 Accounting Entries Report
Process	Match Exceptions (PO Vouchers only), Budget Update Request, Voucher Posting Request (Batch only) and

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Journal Generation (Batch only)

Business Process Description

Process Description	Responsibility (Agency/Centralized)
<p>Stages of Voucher Processing</p> <p>Initial Entry: When a voucher is first entered and saved, the following errors may occur Budget Exception, Match Exception or Recycle Status.</p> <p><u>Corrections at Initial Entry</u></p> <p>On the day of entry all information, all panels in the voucher group can be changed on-line via the voucher panels. Therefore, any errors can be corrected.</p> <p>A voucher with an entry status(on Status Summary panel) of unposted may be deleted.</p>	Agency
<p><u>Budget Exception</u></p> <p>When a voucher has failed budget checking, all fields on all voucher panels can be changed. See Business Process AP-025 Budget Exceptions.</p>	Agency
<p><u>PO Voucher has Match Exceptions</u></p> <p>The information obtained for this type of voucher originates in the Purchasing module and is copied into AP via the flashlight button on Invoice Header Information panel.</p> <p>After a PO Voucher has posted, the Invoice is the only field that can be corrected.</p> <p>When a PO voucher is not successfully processed overnight due to failing the 2-way or 3-way match rules, a match exception/error will exist. See Business Process AP-026 Match Exceptions.</p> <p>Each Agency must establish internal procedures on how such errors will be resolved between Payables and Purchasing areas.</p> <p>Due to PeopleSoft problems and user errors related to the "Matching" process, FSS is now recommending "No Match" be the standard for PO's and PO Vouchers.</p>	Agency

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<p><u>Voucher has Recycle Status</u></p> <p>A recycle entry status could mean one of the following: incorrect chartfield value, missing required value, not in balance, or a duplicate invoice. The voucher can be saved but will not post until it has been corrected.</p> <p>Use the following panels to correct the recycle status data:</p> <ul style="list-style-type: none"> ◆ <u>Invoice Header Information</u>: This panel allows you to correct the duplicate invoice data. ◆ <u>Invoice Header & Line Information and Charges panels</u>: These panels allow you to correct the amount. ◆ <u>Line Information and Charges</u>: This panel allows you to correct the invalid chartfields. ◆ <u>Error Correction</u>: Displays vouchers with a recycle status based on the Business Unit and Voucher ID. ◆ <u>Selective Line Update Errors</u>: Which searches for only vouchers in a recycle state. Once the voucher is identified, this panel allows you to enter a from-to voucher line range to narrow the search among a large number of voucher lines. 	<p>Agency</p>
<p><u>Voucher Posted:</u></p> <p>When a voucher has passed all overnight processing an Adjustment voucher may be needed to make the necessary corrections.</p> <p><u>Voucher Debit/Credit Memos</u></p> <p>If the gross amount of the voucher needs to be increased or decreased, this can also be done via an Adjustment voucher. (See Business Process AP-010 Adjustment Voucher). The Adjustment voucher should be entered for the net effect of the change. The amount of the increase should be entered as a positive amount; the amount of the decrease should be entered as a negative amount.</p> <p>Corrections should be made via an Adjustment voucher instead of a journal entry in General Ledger because any corrections made through the General Ledger will not be reflected in the Account Payables. It is recommended that corrections be made in the Payables module to facilitate accurate reporting.</p>	<p>Agency</p>

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<p><u>Corrections After Voucher Posted</u></p> <p>After successful overnight processing and the voucher was not Selected for payment, only certain fields can be changed on-line via the voucher panels display:</p> <ol style="list-style-type: none"> 1. INVOICE – Invoice Header Information panel 2. DESCRIPTION – Line Information and Charges panel 3. SCHEDULE PAYMENT PANEL – On the Schedule Payment Panel the following fields can be changed: Bank, Account, Net Due, Discount Due, Schedule Due, Payment Handling Code, Remit Vendor and location, and Payment Method. You can also place the voucher on Hold or request Separate checks via Schedule Payment Panel. 4. RECORD PAYMENT PANEL – On the Record Payment Panel the following fields can be changed: Bank, Account, Remit Vendor and location, and Payment Method. You can also record a manual check or wire transfer on the Record Payment Panel. <p>If changes are needed to correct any of the other voucher values, such as the chartfields and amount see Business Process AP-010 Adjustment Voucher.</p>	<p>Agency</p>
<p><u>Corrections After Payment Created</u></p> <p><u>Vouchers Paid</u></p> <p>When a voucher has passed all overnight processing, has been Selected for payment, and a payment has been issued for a voucher.</p> <p>After a payment has posted, 'INVOICE' on the Header panel and 'DESCRIPTION' on the Line Information panel can be altered on-line via the voucher panels. All other corrections must be made via the Adjustment voucher (See Business Process AP0010) or the payment may be voided/put on hold or voided/close liability (See Business Process AP-024 Cancel Payments).</p>	<p>Agency</p>

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Forms Used with Process

N/A

Process Flow Diagram (if appropriate):

N/A

APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Kay Reid/Mindy Byram	DOAS Project Lead			04-05-01
D.D. Cooper	Design Analyst			03-15-99
HAdams, revised	Design Analyst			04-05-01